

California Department of Education
Application for a Charter School Revolving Loan
(Pursuant to *Education Code* sections 41365 through 41367)

Charter School Name: _____

Charter Number: _____ CDS Code: _____ County: _____

Address: _____

Contact Person/Title: _____ Phone: _____

Chartering Entity (School District or County Office of Education): _____

Date of Charter Approval: _____ Term of Charter: _____ to _____

Opening Date: _____ Average Daily Attendance: _____

Amount Requested: _____ Repayment Period Requested: _____

Please check the appropriate statement, either A or B below:

- A. _____ The charter school's authorizing entity is applying for this loan on behalf of the school.
- B. _____ The charter school is incorporated and applying for this loan independently.

The following documentation must be attached to this application form:

_____ A written request for a loan describing:

1. the financial needs of the charter school including a description of the charter school's business plan,
2. the impact that the receipt of the loan will have on the operations of the charter school,
3. the impact the receipt of the loan will have on the charter school's receipt of other public or private financing, and
4. any plans for creative uses of the funds, such as loan guarantees or other credit enhancements.

_____ A listing of the anticipated expenses that will be funded with the loan.

_____ An operational budget for the charter school for the year of the loan receipt and each fiscal year of the proposed repayment period. The budget should identify all sources of revenue and expenses and the cost of the loan repayment. A written narrative that explains each of the assumptions made in developing the budget should accompany the budget. (See sample budget form attached.)

- _____ In the case of a charter school in its first year of operation, a statement of monthly cashflow for the first two years of the school's operation. The cashflow statement should identify the amount and timing of receipt of revenues relative to the timing of expenditures. (See sample cashflow statement attached.)
- _____ A resolution by the authorizing entity, or the charter school, as appropriate, authorizing the loan application. (See sample resolution.)
- _____ Verification of local approval of the charter school (if the charter has not yet received a number from the State Board of Education).
- _____ In the case of an incorporated charter school that is applying for a loan directly, a copy of the approved Articles of Incorporation and approval letter from the Secretary of State.

The undersigned hereby request a loan from the Charter School Revolving Loan Fund in accordance with *Education Code* sections 41365 through 41367. I certify that the above information and supporting documents are true and correct to the best of my knowledge and that any loan funds received as a result of this application will be used in accordance with *Education Code* Section 41365 and all other applicable state and federal laws.

Signature of Charter School Authorized Representative

Date

Title

Signature of Chartering Entity Authorized Representative

Date

Title